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TAX DOCUMENT CHECKLIST

Personal and family return

TAXPAYER(S)	TAX YEAR	FILING STATUS	PREPARER / SOFTWARE	TARGET FILING DATE

PERSONAL INFORMATION

- ☐ Last year's federal and state returns
- ☐ SSNs or ITINs for everyone on the return
- ☐ Dates of birth; dependents' relationship and months lived with you
- ☐ Bank account and routing for direct deposit
- ☐ IRS Identity Protection PIN (if issued)
- ☐ Estimated tax payments made (dates, amounts)

DEDUCTIONS

- ☐ 1098 mortgage interest; points; PMI
- ☐ Property tax bills paid
- ☐ State and local income or sales tax paid
- ☐ Charitable receipts (cash) and acknowledgments ($250+)
- ☐ Non-cash donation records (Form 8283 over $500)
- ☐ Medical and dental expenses, insurance premiums, mileage
- ☐ Student loan interest (1098-E)
- ☐ IRA / HSA contributions (5498, 5498-SA)
- ☐ Educator expenses (teachers)
- ☐ Casualty / disaster losses (federally declared)

INCOME

- ☐ W-2 from each employer
- ☐ 1099-NEC / 1099-K / 1099-MISC (side income)
- ☐ 1099-INT, 1099-DIV, 1099-B and brokerage year-end statement
- ☐ 1099-R (pensions, IRA, 401k distributions)
- ☐ SSA-1099 (Social Security)
- ☐ 1099-G (unemployment, state refund)
- ☐ K-1s (partnerships, S corps, trusts)
- ☐ Rental income and expense summary
- ☐ Alimony received (pre-2019 agreements)
- ☐ Gambling winnings (W-2G) and losses
- ☐ Crypto transactions summary
- ☐ Jury duty, prizes, other income

CREDITS

- ☐ Childcare provider name, address, EIN/SSN, amount paid
- ☐ Tuition statements (1098-T) and education expenses
- ☐ Adoption expenses
- ☐ Energy-efficient home improvement receipts and certifications
- ☐ Clean vehicle purchase documents (time-of-sale report)
- ☐ Health insurance: 1095-A (marketplace), 1095-B/C
- ☐ Dependent care FSA statement
- ☐ Foreign taxes paid (1099-DIV box 7)

Documents stored at _____

Still waiting for _____

Life changes this year (marriage, birth, move, job) _____

QUESTIONS FOR THE PREPARER